



NJ DEPARTMENT OF STATE OFFICE OF FAITH-BASED INITIATIVES GRANT PROGRAM

The mission of the Office of Faith-based Initiatives is to eliminate all barriers to funding and other resource opportunities, create greater access for partnership and enhance the capacity of faith and community-based organizations to effectively design, implement successful programming and efficiently manage the day-to-day operations of their organizations.

Direct Service Grants (DS)

Description of the Program:

The New Jersey Office of Faith-based Initiatives (OFBI) is proud to announce the availability of its 2014 **Direct Service (DS) Request for Proposal (RFP)**. The DS grants will provide funds to faith and community-based organizations that implement innovative solutions to address intractable social issues. The DS grants are geared to nurture an environment that allows for the continual implementation of transformative community approaches. The DS grant program is competitive and grant awards are dependent upon available funding.

All Service Categories Funded Under this RFP Must Adhere to the Following:

The project submitted must be socially innovative. Social Innovation is the development and eventual scaling of promising and potentially transformative FBCO approaches that solve critical problems. An approach is “transformative” if it:

- Has the potential to affect how the same challenge is addressed in other communities
- Addresses more than one critical challenge concurrently
- Produces significant cost savings through gains in efficiency

Eligibility Criteria:

To be eligible to receive a grant under this program, an applicant must submit a joint application as the lead agency in conjunction with a minimum of three collaborating organizations. In the Service Category SERVICES TO AT RISK YOUTH at least one of the collaborating organizations must be a school or a school district. In addition, NJOFBI FY'14 funding **will not support pilot projects**. The funds will support the expansion of an existing funded project that has existing funding in place from July 1, 2013 – June 30, 2014. If organizations are unable to demonstrate existing funding in addition to the NJOFBI funding from July 1, 2013 – June 30, 2014 the application will be disqualified.

The Lead Agency must:

- Be a faith-based non-profit and/or community-based organization;
- Be incorporated in the State of New Jersey as a non-profit corporation or a foreign non-profit corporation. A foreign non-profit corporation must provide a copy of the corporation's “Certificate of Authority”;
- Be tax-exempt by determination of the Internal Revenue Service in accordance with Section 501(c)3;
- Be in good standing with the Department of Treasury, Business Service Center;
- Be registered with the New Jersey Division of Consumer Affairs, Charitable Registration and Investigation Section.

- Lead organizations approved for funding must submit a formal Memorandum of Understanding (MOU) with collaborative partners within 180 days of contract execution;
- Must provide letters of support from all collaborating partners with the application. The letter must detail the collaborating organization's responsibilities with the lead organization. The letter must also indicate if the lead agency will be subcontracting with the collaborating organization;
- **The lead organization can only apply for one category. If the lead organization applies for one category and is a collaborating partners in another application where it will be subcontracted using NJOFBI's FY'14 funding, all parties involved will be disqualified**

Houses of Worship are not eligible to apply as lead agencies.

Collaborating Organizations:

- May not partner with the lead organization's sister organization and/or for profit and non-profit organizations led by the same person or governing entity;
- Houses of Worship are eligible to partner as a collaborating organization, but cannot receive state funds that are granted to lead organizations.

Category Descriptions:

Applicants will apply and compete within the funding categories listed below:

All Awards are subject to the availability of funding

Service Category	Maximum Request	Total Funding Available
Services to At Risk Youth	\$25,000	\$450,000
Services to Seniors	\$20,000	\$200,000
English as a Second Language	\$20,000	\$160,000

Services to At Risk Youth: The program should include but are not limited to promoting self esteem, promote entrepreneurial initiatives, prevent gang participation, prevent substance abuse, develop effective study habits, promote public speaking and/or provide after school homework assistance and tutorial services.

Service to Seniors: Program is designed to afford seniors and people living with disabilities the opportunity to remain independent in their own homes for as long as possible.

English as a Second Language: This program will assist and instruct non-English speaking individuals to learn the Basic English Language with lessons designed around everyday scenarios and circumstances. **NOTE: Teachers must be certified and have the necessary ESL credentials.**

Application Due Date: 4:59PM, June 20, 2013

Program Funding Provisions:

All grant recipients will be required to comply with all items listed below.

- **Nondiscrimination by Religious Organizations and Entities**

Applicants agree that if provided funds for the expansion or development of a specific program from the New Jersey Department of State Office of Faith-based Initiatives, they will not discriminate against any employee or applicant for services or participation in the proposed program on the basis of religion, race, gender and/or physical disabilities.

- **Recognition of Cultural Sensitivity**

Applicants must assure programs are linguistically appropriate and culturally relevant to groups within the community. Appropriate accommodations for services will be developed and maintained for those individuals who are deprived of reasonable access to those services due to language barriers or ethnic and cultural differences. All programs and services *must* be reflective of the demographic needs of the community, while providing all people the opportunity to experience any and all available services irrespective of their ethnic or cultural heritage.

- **Reporting Requirements**

All funding recipients are required to submit programmatic and fiscal reports at midterm and at the conclusion of the grant. Schedules of due dates for reporting periods and program terms will be provided upon notification of preliminary approval of award. Funding recipients must adhere to a schedule determined by the New Jersey Department of State, OFBI. Financial penalties will be applied when time lines are not adhered to as required.

Program Procedures:

Applications are submitted to the OFBI on the System for Administering Grants Electronically (SAGE) and reviewed by an outside independent panel. Recommendation for funding is based solely on the merit of the application. Applications that are rated 69 percent or lower will not be recommended for funding. Award and denial letters are e-mailed to the appropriate organizations via the SAGE system. OFBI funding period is from July 1, 2013 to June 30, 2014. At the execution of the contracts grantees will receive 50 percent of the grant funds. 25 percent will be released with the timely and accurate submittal of the grantees midterm report. The final payment will be released upon the timely submittal and accuracy of grantees final reports. Release of funding is also contingent upon participation in mandatory training and technical assistance sessions.

All awards are subject to the availability of funding.

APPLICATION REQUIREMENTS

The proposal is to be submitted via the Department of State - System for Filing Grants Electronically (SAGE) no later than **4:59 PM, June 20, 2013**. **Applicants will be notified of the results by August 2013.**

All applications **must** consist of and include the following items in order to be considered complete:

APPLICATION FORMAT & SCORING

SECTION 1 Executive Summary (Not to exceed 3500 characters) 5 points

- Provide an overall statement and summary of the proposal.

SECTION 2 Organizational Capacity (Not to exceed 4000 characters) 15 points

- Indicate a brief history and governing structure of the organization, target population(s), and services provided. Clearly delineate the staff's duties (whether paid or volunteer), their qualifications, and the type of training received by organization. How long has the organization provided services in the category requesting funding for?

SECTION 3 Statement of Need (Not to exceed 4000 characters) 15 points

- Must indicate why this project is necessary. Utilize facts and statistics that best support the need for the innovative approach of the project. How is the innovation different or better than other projects that are currently being implemented? How does the innovation address the issue uniquely?

SECTION 4 Statement of Collaboration (Not to exceed 1500 characters) 5 points

- Applicant must collaborate with three organizations to expand their reach into the community. Provide a brief description of each collaborator and describe how each will contribute to the program's success. Indicate how the collaboration identified the social issue to be addressed, developed a common agenda, agreed upon how to measure indicators specific to the overall success of the project, and provide a time table of regular meetings.

SECTION 5 Project Description

40 points

A. PROJECT SUMMARY: (Not to exceed 3500 characters)

- Title of the Project;
- Names of those that will be implementing the project;
- Qualifications of those involved in the implementation of the project
- An explanation of how the project is organized;
- Explain the social issue that is being addressed;
- How will this funding be used innovatively?
- What is the desired social impact of the project
 - Describe how will the community/society benefit from the project;
 - Describe how will the project monetize the social value of its impact;
 - Describe how will the results of the project be shared with other practitioners

B. PROJECT DESIGN: (Not to exceed 2500 characters)

Explain in detail the implementation of the innovative approach.

C. TARGET POPULATION AND PROJECTED NUMBER OF CLIENTS TO BE SERVED: (Not to exceed 1000 characters)

Indicate the target population that will receive services and the projected number of unduplicated clients that will participate in the program.

D. PROJECT GOALS AND OUTCOME OBJECTIVES:

Using the document provided, indicate the project goals, outcome and impact objectives.

E. EVALUATION: (Not to exceed 3000 characters)

Performance measurement systems are approaches that allow for the use of data to move the needle for social impact. Explain how the project will launch a performance measurement system that identifies indicators that allow for the effective implementation of social innovation. Social innovation is the process of developing, testing, and honing new and potentially transformative approaches to existing social issues.

F. SUSTAINABILITY: (Not to exceed 3000 characters)

Explain how the project will sustain itself with current and future funding. What plan will be implemented to assure continued implementation of the project?

G. PROJECT TIMETABLE & DAYS and HOURS OF OPERATION: (Not to exceed 1000 characters)

- Indicate the project start and end date.
- Indicate days and hours of operation.
- Indicate if project occurs during summer months, non-summer months, or is project year-round.

SECTION 6 Budgets

15 points

- Complete all budget forms included on the SAGE system
- The following budget expenditures must be indicated in the budget:
 - Services to At Risk Youth must include staff development expenditure in the amount of \$1,500. The training, workshops, conferences, and/or webinars must

be identified. Information regarding the staff development training(s) must be uploaded as attachments.

- Services to Seniors must include staff development expenditure in the amount of \$1,000. The training, workshops, conferences, and/or webinars must be identified. Information regarding the staff development training(s) must be uploaded as attachments.
- English as a Second Language must include staff development expenditure in the amount of \$1,000. The training, workshops, conferences, and/or webinars must be identified. Information regarding the staff development training(s) must be uploaded as attachments.

SECTION 7 Required Appendices

5 points

Please attach the following documents under the Required Appendices section in SAGE:

- Award letter(s) from other funding sources indicating that funding evidence that other funding will be available and/or will continue from July 1, 2013 through June 30, 2014
- Copy of Certificate of Incorporation
- Copy of IRS 501(c)3 Status Determination Letter
- Board Resolution
- Three Letters of Support
- State of New Jersey W-9 Questionnaire
- Copy of Most Current Certificate of Standing
 - The Certificate of Standing may be ordered on line for a fee.
 - Go to www.nj.gov/njbgs
 - Go to “I Want To” click on “Obtain Standing Certificate”
 - Scroll down to “Service Options” click “Online”
 - Click “Order Certificate”

Please attach the following required appendices under the Appendices section in SAGE:

- Job description and resume of key personnel (executive leadership, fiscal management, program staff)
- Information regarding the staff development training(s)

Applications that are missing requested information will be disqualified from review.

Applications that are rated 69 percent or lower will not be recommended for funding.

Application Due Date: 4:59PM, June 20, 2013